MAILER'S TIPS

Personal Mail

Do not send personal mail through the USDA Riverdale Mail Center. The Mail Center services are limited to official mail. Mailroom personnel are not required to deliver personal mail received through their facility. Do not use USDA official address for personal items ordered from catalogues or from the Internet. Employees in transit as a result of a change in duty station or on temporary detail, may request the use of an office address until their situations are stabilized.

Commercial Carriers (i.e., FedEx, UPS, DHL, Airborne)

Ask vendors to include your **name**, correct **cubicle number** and **phone number** as part of the address on packages being sent to you. Do not use unit numbers in address for commercial carriers.

Commercial carriers will return to vendors ALL packages without your name in the address. Commercial carriers will not leave improperly addressed packages in the Riverdale Mail Center. This will delay your receipt of packages.

Do not use FedEx on Fridays, weekends, or the day before holidays unless you have verified someone will be available to accept it. There is an additional charge for Saturday delivery. OPTION: Use United States Postal Service (USPS) Priority Mail.

If it does not absolutely have to be there tomorrow, consider first-class or USPS Priority Mail instead of costly overnight delivery such as FedEx.

United States Postal Service (USPS)

For information on zip codes, services, etc. log on to "usps.com."